



QUINTEC

MEMO

December 18, 1985

PAYDAY PAYDAY PAYDAY PAYDAY PAYDAY*****

PAYDAY will be Tuesday morning December 24, 1985 from
9:30 AM to 11:00 AM (back office)

You must pick up your check in person and be able to show proper ID (i.e. Drivers license) or have it mailed to your home. There will be no advanced checks. If you want your check mailed inform Irene of your name and current address.

The following payday will be a regularly scheduled payday on January 9, 1986. (We will be working that week).



QUINTEC

MEMO

December 18, 1985

TO: QMC EMPLOYEES

FROM: Herb Smith *HPS*

What is happening over the Christmas/New Year Holiday period? QMC will be closed on Friday, December 20, returning to work on Monday, January 6, 1986.

We have arranged with the California Department of Employment for QMC people to participate in a "Work Share" program. This means you are eligible for unemployment insurance without a normal waiting period, except Friday, December 20 which will be unpaid. This will cover the plant shutdown period. The attached information sheet explains the "Work Share" program. Vacation time cannot be used during this "Work Share" period. You will, however, be paid by QMC for Christmas and New Years Day at your regular rate of pay.

Why are we doing this? Simply because the industry we supply is very slow and our backlog will not support us during this two week period. We do have work to get started on January 6 and look forward to building shipments and backlog from there.

If you have any questions bring them to your supervisor and we will get you an answer.

If necessary some people may be called for special tasks and if we get more work than anticipated we may try to open a few days earlier than January 6.

Herb



QUINTEC

MEMO

December 18, 1985

TO: ALL EMPLOYEES

SUBJECT: WORK SHARING

Because of the temporary shut down of the plant during the Holiday period all employees will be available to participate in the Work Share program. The Work Share program is used by employers who need to "temporarily" reduce their work force. You will continue to be covered by your group insurance.

A Work Share Voucher (DE4581WS) will be prepared each week for each employee who is on the plan. The Voucher will then be issued to the employee so that he may complete the "Claimant Statement" on the reverse side of the form. **THIS MUST BE FILLED OUT COMPLETELY, SIGNED AND DATED OR ELSE YOUR CLAIM WILL BE DELAYED.** You as the employee are responsible for the completeness and accuracy of this information.

The employee must then report in person to an Employment Development Department (EDD) with the first completed and signed Work Share Voucher. You may go to any EDD office which is closest to you. You may look in the phone book under Government Agencies Employment Development or call information. The ones in Anaheim and Fullerton are listed below:

EDD
900 E. Pacifico
Anaheim
978-7421

EDD
233 E. Commonwealth
Fullerton
680-7800

You only have to go to the EDD office the first time. Any other vouchers you receive for the program can be mailed by you to the Work Sharing Unit according to the instructions provided by the EDD office.



QUINTEC

MEMO

December 18, 1985

Work Share Vouchers will be handed out on Tuesday, Dec. 24, 1985
from

9:30 AM to 11:00 AM (back office)

and

Monday, Dec 30, 1985 from

10:00 AM to 11:30 AM (back office)

If you do not pick up your vouchers on the specified time and dates,
you will delay the payments made to you by the EDD office.

Each employee must pick up their own voucher. They will not be
handed out to others for you. If you want your voucher mailed to
your home inform Irene of your name and current address and what
you want mailed. (Please bring proper ID)